

EXECUTIVE DIRECTOR
079

DEPARTMENT: Community Services/WAMAC/Olde Towne Medical Center

NATURE OF WORK:

Performs advanced professional and managerial work.

Directs the operation of the Olde Towne Medical Center, serves as liaison with all supporting organizations and agencies, and carries out the policies of the Board of Directors of the Williamsburg Area Medical Assistance Corporation (WAMAC). Works under the direction of the WAMAC Board.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, develops, organizes, directs, and evaluates the operations of the Medical Center.

Makes personnel, operations, and policy decisions on behalf of the Board of Directors.

Makes periodic reports to the Board of Directors and attends all Board and Board Committee meetings.

Represents the corporation within the community by attending meetings and speaking on behalf of the Center.

Maintains cooperative relations with major supporters of the Center including James City County, York County, Williamsburg, Williamsburg Community Hospital, the Williamsburg Community Health Foundation, the Peninsula Health District, local physicians, and businesses.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Acts as OTMC Personnel Director. Ensures that all James City County and Olde Towne Medical Center personnel policies and procedures are adhered to.

Prepares for and organizes meetings of the Board and its Committees in consultation with the Board Chair, and ensures that a record of those proceedings is made and is made a part of the Corporation's permanent records.

Conducts studies, analyses, and reports at the direction of the Board.

Works closely with the Manager of the JCC Department of Community Services on matters relating to the use of the Olde Towne facilities by the Center.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are primarily performed in the Olde Towne Medical Center in an office setting. Requires movement about the facility and travel to attend meetings at various locations throughout the community and State. Requires the operation of standard office equipment to include a telephone and computer keyboard.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the operation and management of a small service delivery organization, preferably in the medical field.

Knowledge of the organizations and agencies which provide financial and other support to the Medical Center helpful.

Thorough knowledge of Federal and State programs which support and fund health care delivery organizations.

Knowledge of community health problems.

Ability to supervise professional and administrative personnel.

Ability to work with a Board of Directors and carry out the policies of that Board.

Ability to communicate effectively, both orally and in writing, with directors, administrators, and Board members of all agencies and organizations which impact the Medical Center.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree in Business or Public Administration or a related field, and extensive professional and supervisory experience with small, nonprofit organizations; or, any equivalent combination of education and experience providing the knowledge, skills, and abilities cited above.

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November 2001

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Executive Director Position Number 079
Department Community Services Division WAMAC/OTMC

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with other Medical Personnel

☐ Not essential to job function

2. Hearing/Listening:

- ☒ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ☐ ground to waist ☐ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☒ Lift ☒ Push/Pull ☒ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☒ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☒ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☐ Other _____
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand									
Sit			✓					✓	
Walk		✓						✓	
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☐ both

Not essential to job function: ☒ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☒ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			